

### Wales & West Regional Manager

- Salary: £24,000 - £28,000 pro-rata
- Hours: 21 per week
- Holidays: 22 days paid holiday pro rata + Bank holidays + Eid days
- Reports to Head of Community Development & Engagement
- Location: Currently based remotely – subject to change. Candidate must be Wales based.

### THE ORGANISATION

MEND is a not-for-profit organisation that was founded to empower and encourage British Muslims within local communities to be more actively involved in British media and politics. We aim to achieve this by:

- Providing critical commentary and analysis on the media coverage that maligns Islam and Muslims and foments anti-Muslim prejudice in the UK and across Europe.
- Promoting active Muslim citizenship through participation in the British political process and fostering close ties with key political institutions.
- Working with organisations to ensure Islamophobia is regarded as socially unacceptable as anti-Semitism and other forms of racism and xenophobia.
- Working with mainstream organisations, in policy forums and public consultations, such as select committees and the Leveson Inquiry to provide informed and critical perspectives on policy issues and ensure an accurate and balanced portrayal of Islam and Muslims in the media.

### THE ROLE

This is a key role in leading the Community Engagement and Development teams efforts in the Wales & West area. The successful candidate will lead and develop volunteer working groups across the Wales & West in order to implement MEND's community objectives.

The successful applicant will lead working groups in running campaigns, recruiting volunteers and facilitate educational training programmes. The applicant will require a good understanding of the dynamics within Muslim communities in the Wales & West and have the ability to develop good relationships with delivery partners and key stakeholders.

Key elements of the role will encompass:

- Developing and leading both existing Working Groups, and new Working Groups across the Wales & West

- Coordinating seasonal campaigns in accordance with MEND's national strategy
- Developing relationships and partnering with leading Muslim institutions and individuals in the region
- Delivering MEND's national campaigns at a local level and maximising participation
- Working with local Muslim community institutions and groups to drive MEND's ethos on media and political participation
- Managing MEND's media and political education outreach programmes within local communities
- Presenting MEND's key messages on various platforms from small community gatherings to large public events
- Working closely with the national Head of Community Development and Engagement.
- Managing MEND's media and political education outreach programmes within local communities.
- Presenting MEND's key messages on various platforms from small community gatherings to large public events.
- Working closely with the Joint-Head of Community Development and Engagement.

### THE CANDIDATE

The successful candidate will possess:

- Community organising experience
- Exceptional interpersonal skills
- Work effectively as part of a team
- Excellent organisational and time-management skills
- Dynamism and ability to motivate team members
- Ability to work hard with minimal support
- Experience of working within the Muslim community in the UK
- Experience of planning and delivering events
- Be expected to travel across the Wales & West on a regular basis (and to London on an occasional basis) and thus a clean driving licence would be preferred
- Share a deep passion for the objectives of MEND.

### THE PROCESS

To apply (or for more information), please:

- email [ayaz.mahmood@mend.org.uk](mailto:ayaz.mahmood@mend.org.uk) with the subject as 'Job Application – Wales & West Regional Manager'.
- attach your **CV, cover letter and the Equality & Diversity Monitoring Form**.
- submit your application in Microsoft Word or pdf format and anonymise your cover letter as part of our ongoing efforts to ensure unbiased shortlisting for interview.

Closing date for applications: 31<sup>st</sup> January 2022 (6pm)

We regret, only candidates shortlisted for interview will be contacted.